

## **MEMORANDUM**

**TO:** Deans, Directors, and Department Heads

**FROM:** W. Randolph Woodson, Chancellor

**SUBJECT:** Reporting Misuse/Damage of State Property

**DATE:** August 11, 2014

I am writing to remind you of a mandatory reporting requirement under North Carolina General Statute §114-15.1, which requires each agency head to promptly report misuse of state property to the State Bureau of Investigation (SBI). Employees are to report misuse within three (3) business days of discovery to their supervisor, University Police, Internal Audit or to the Office of General Counsel.

“Misuse” includes unlawful use of or damage to state property regardless of whether the university knows who committed the act. Vandalism, theft, embezzlement, computer hacking and unauthorized personal use of state property are examples of “misuse.”

I have designated Eileen Goldgeier, Vice Chancellor and General Counsel, as the university contact with the SBI for this purpose. As soon as you become aware of a misuse of State property, please report it so that a timely investigation may be taken by the Office of Internal Audit and/or University Police and a report may then be submitted to the SBI within ten (10) business days, if necessary. The regulation that governs reporting misuse of state property is located at <http://policies.ncsu.edu/regulation/reg-07-40-02>.

For more information, refer to the [frequently asked questions](#) on the Office of General Counsel’s website. It is important that each dean, director and department head disseminate this information to all of their respective employees. If you have any questions, please contact the Office of General Counsel at 919-515-3071.

Attachment

cc: Executive Officers